

CONFIDENTIAL

Interview record sheet

Member's name:

Branch Welfare Officer:

Date:

Meeting notes:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Agreed action plan:

.....

.....

.....

.....

Follow up:

.....

.....

.....

.....

NOTE: This record should be stored securely and retained no longer than is necessary. Always use a secure method when destroying any records that contain personal information.